# Upgrade for Business Objects - WEBINTELLIGENCE Files

To use the new version of Business Objects, you must download files. If you receive an error message using these steps, you must contact your agency technical coordinator (the office that usually takes care of your PC problems) for instructions.
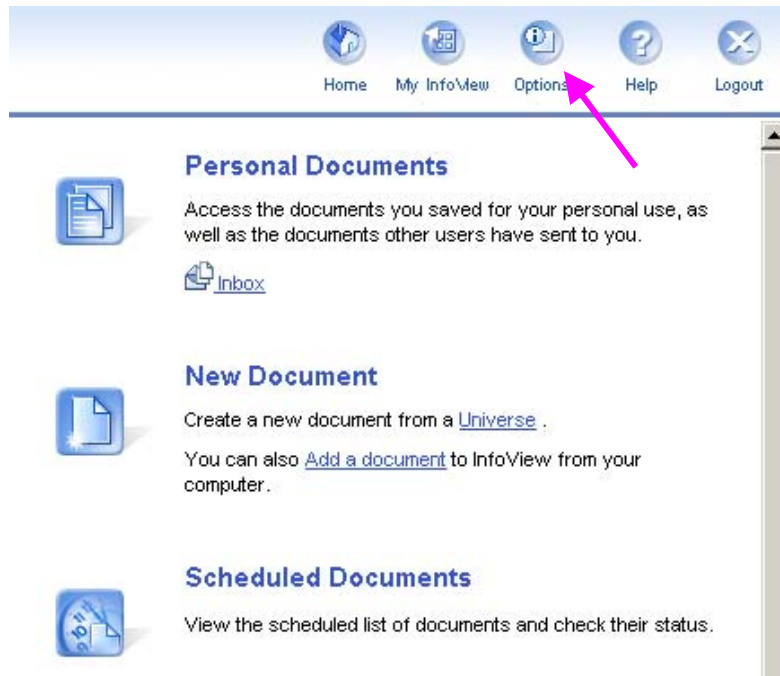
1. Go to http://www.doa.Louisiana.gov/ois/Adhoc/Business%20Objects/index.htm
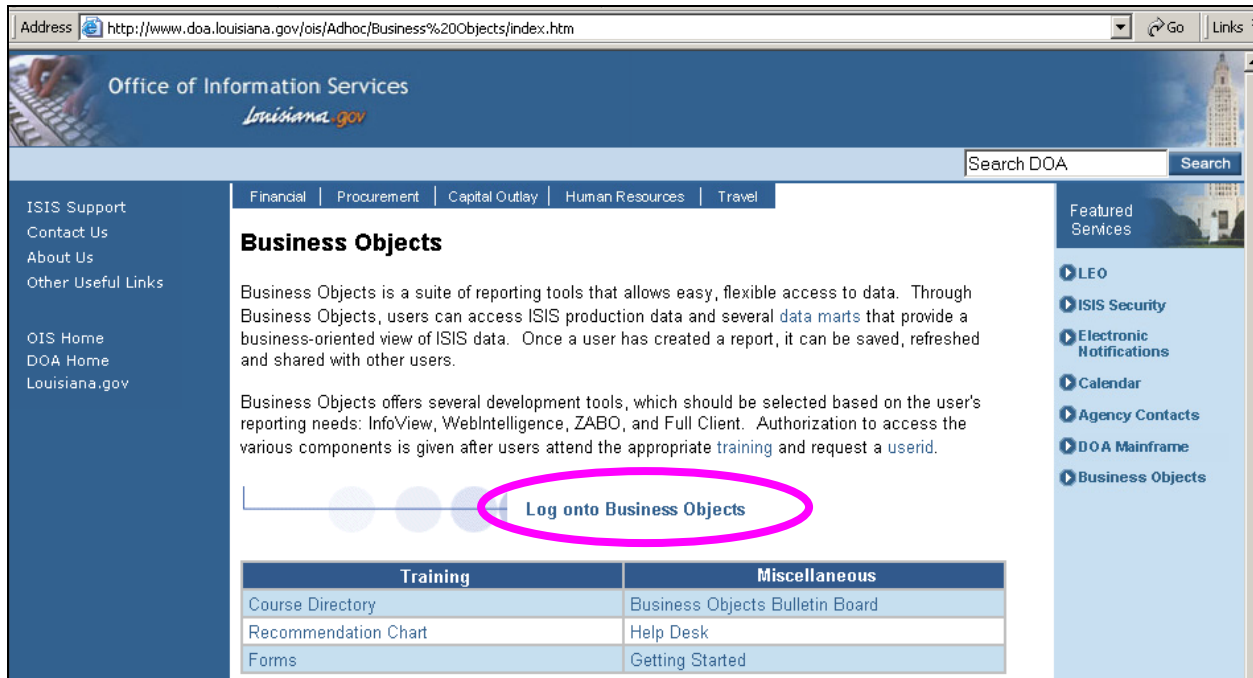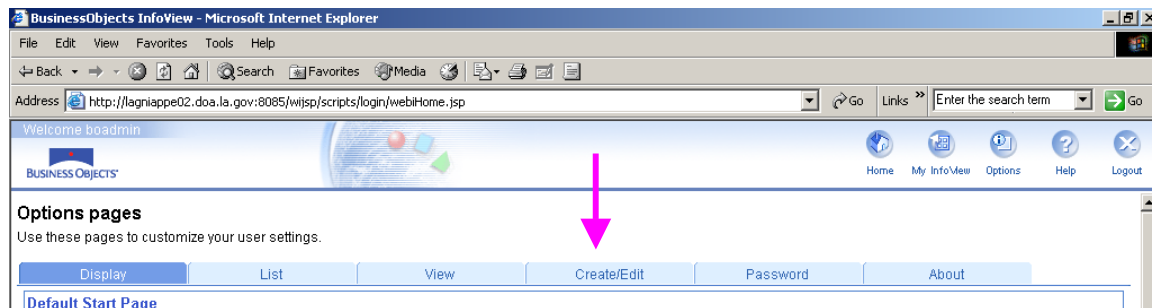

2. Click on the *Log onto Business Objects* link in the center of the page. The logon page will be displayed.
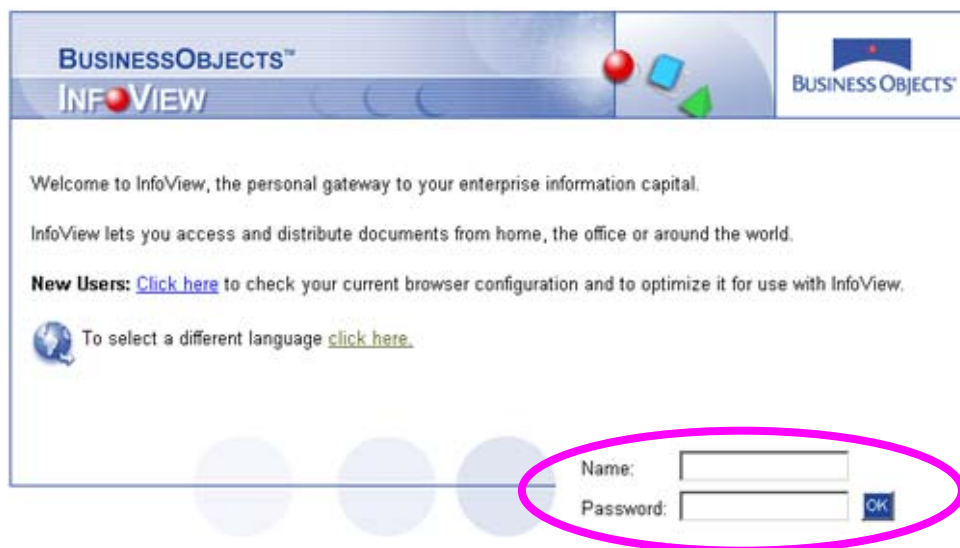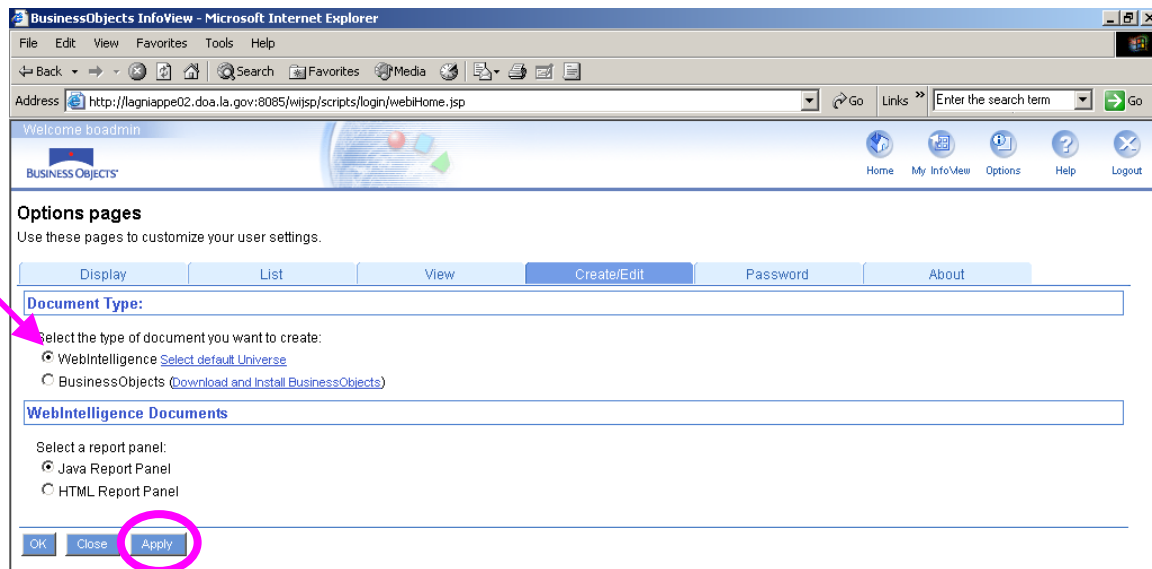

3. At the logon page, logon with your regular ID and password.

4. At the Home page screen, click on the *Options* button in the upper right corner.

5. Click on the *Create/Edit* bar on the Options page.

6. Look at the Document Type section of the Create / Edit page. Verify that the radio button (the little dot) is selected for WebIntelligence. If it is not selected,

> Click on the *WebIntelligence* radio button.
>
> Click on the *Apply* button.
>
> Verify that that your options have been saved.
>
> Click on *Ok.*
>
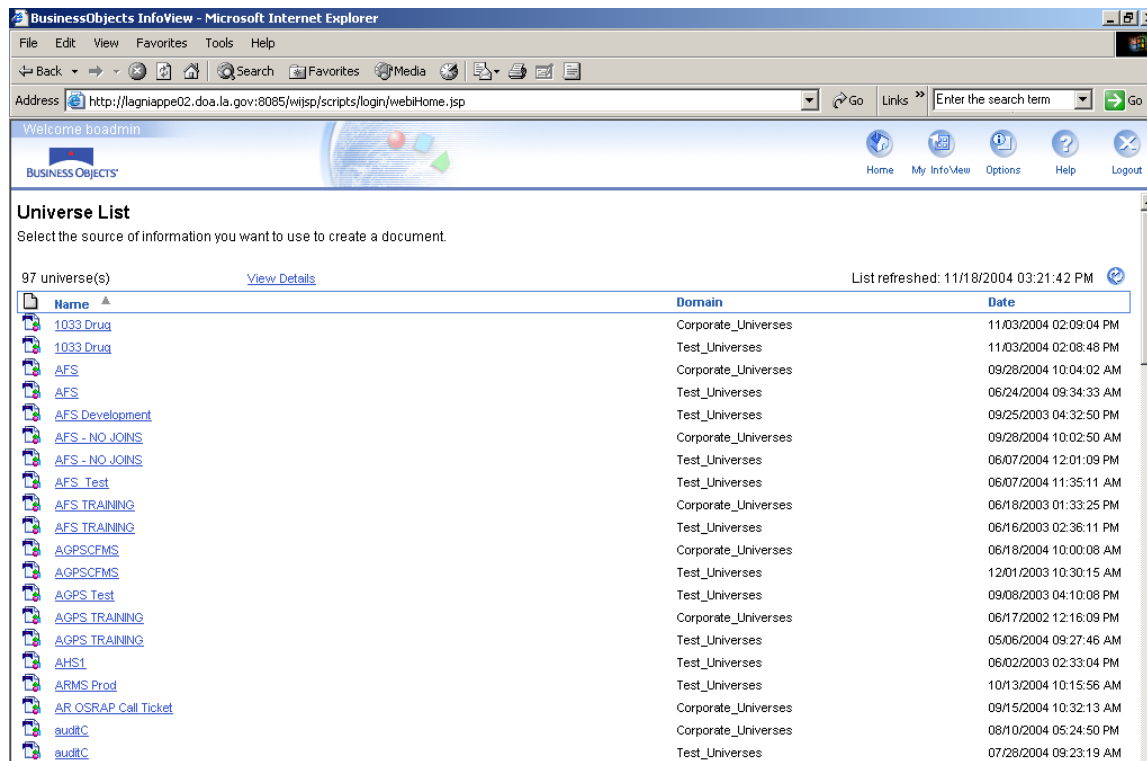> Click on *Home* in the upper right portion of the page to return to the *Home* page.

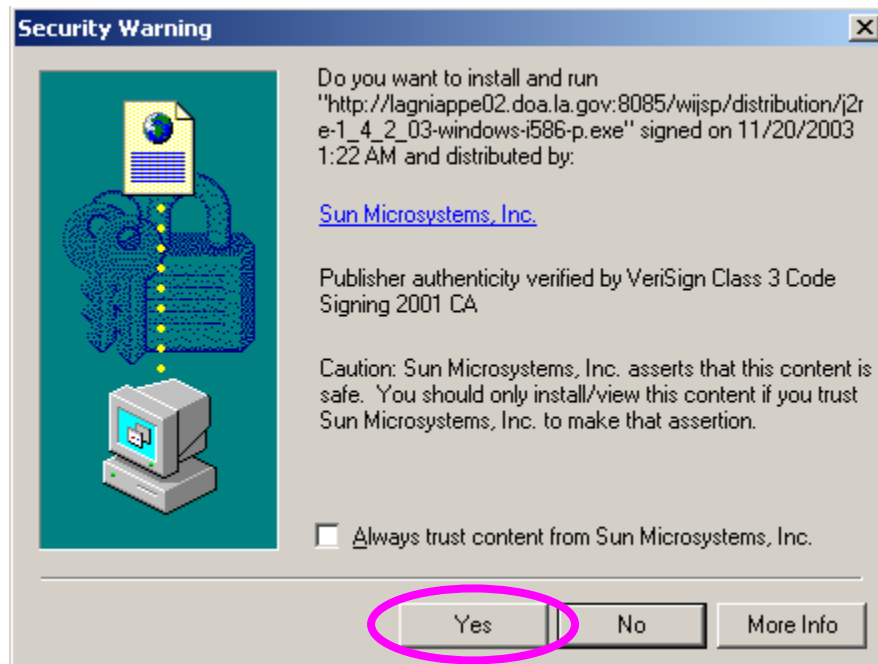7. Look at the New Documents section of the home page. Click on the *Universe* link. A list of available universes will be displayed.
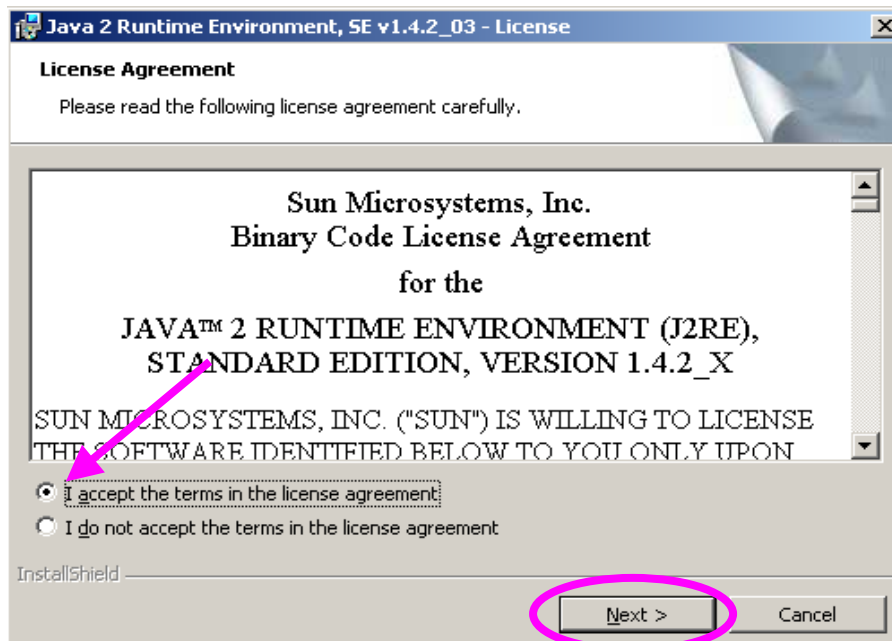
8. Click on one of the universes. A security warning window will be displayed.

9. Click on *Yes.* The License Agreement window will be displayed.

<u>NOTE</u>: If you do not have the authority to download files, you will not be able to continue. Please contact your agency technical coordinator to continue.
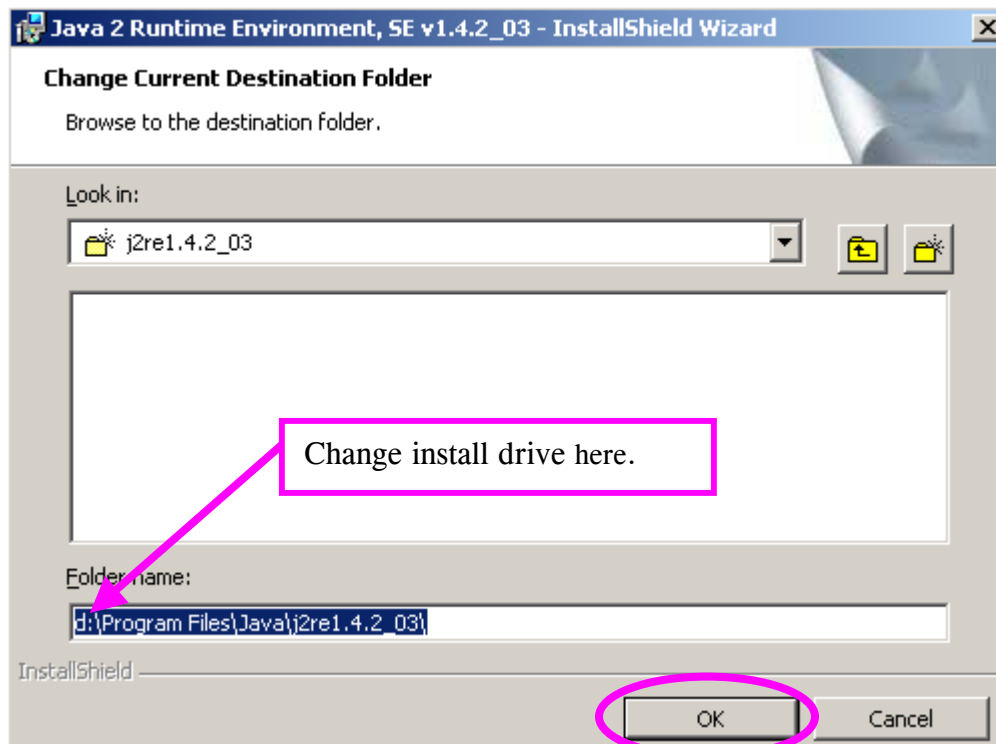
10. Click on the "*I accept the terms in the license agreement"* radio button, and click *Next*. The Setup Type window will be displayed.
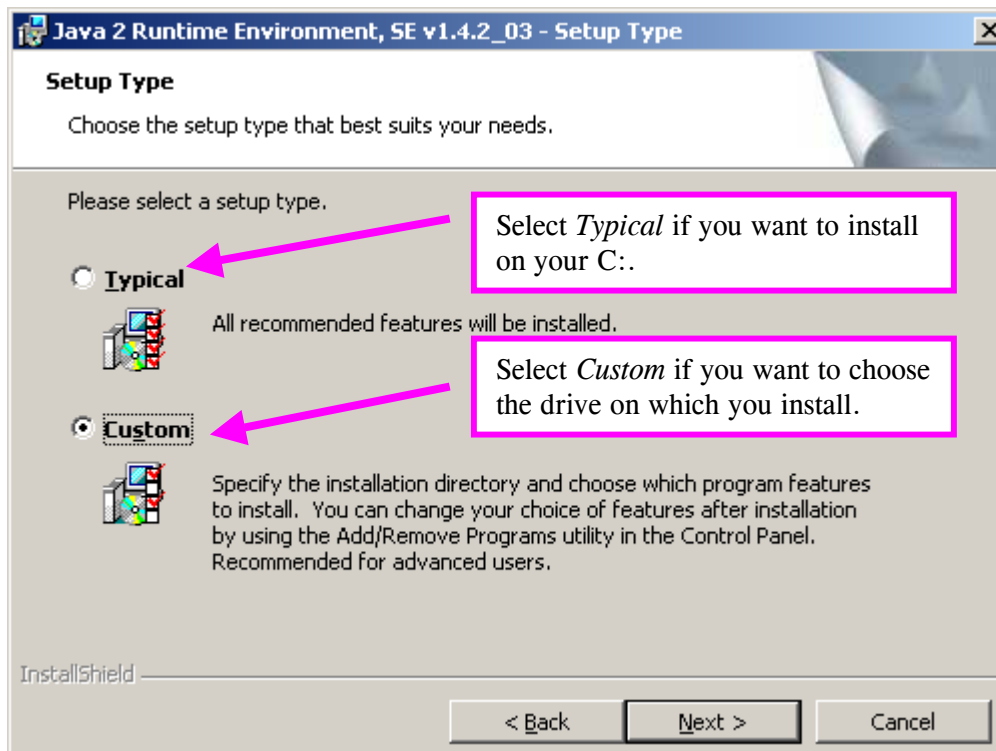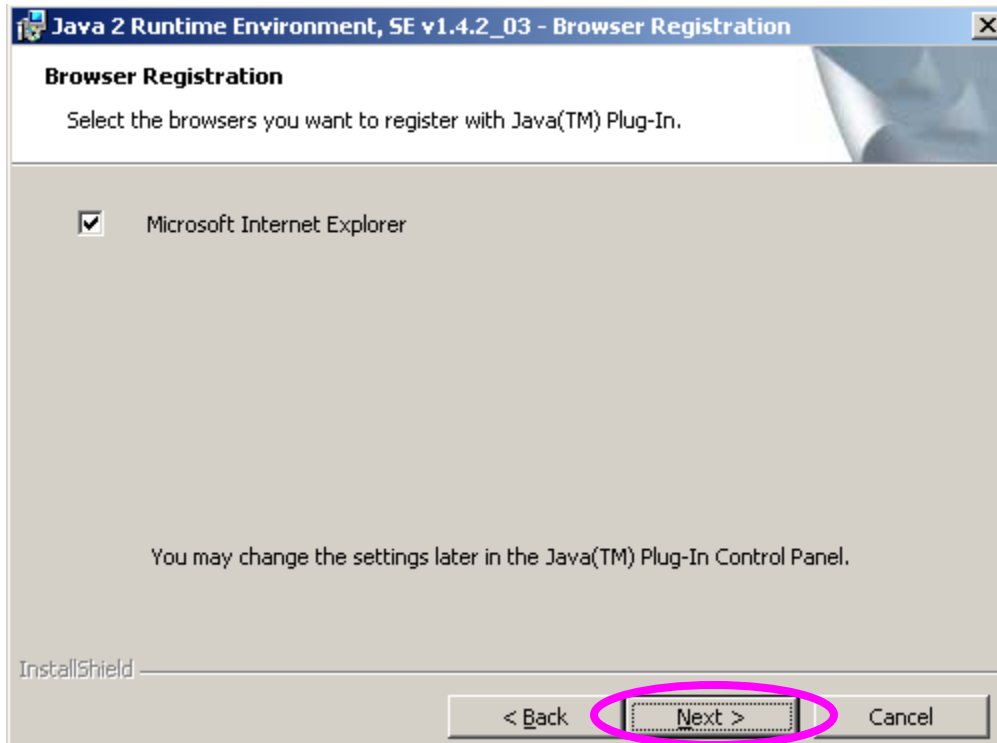

11. Click on either *Typical* or *Custom* radio buttons and click on *Next*. If you select the Custom setup type, the Custom Setup window will be displayed.
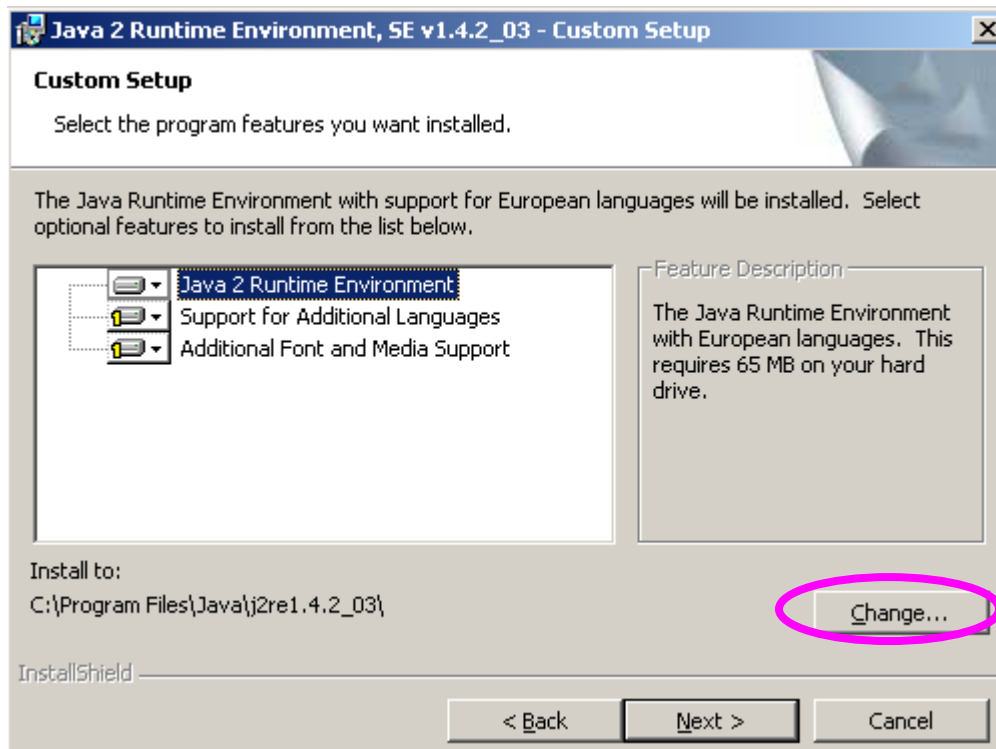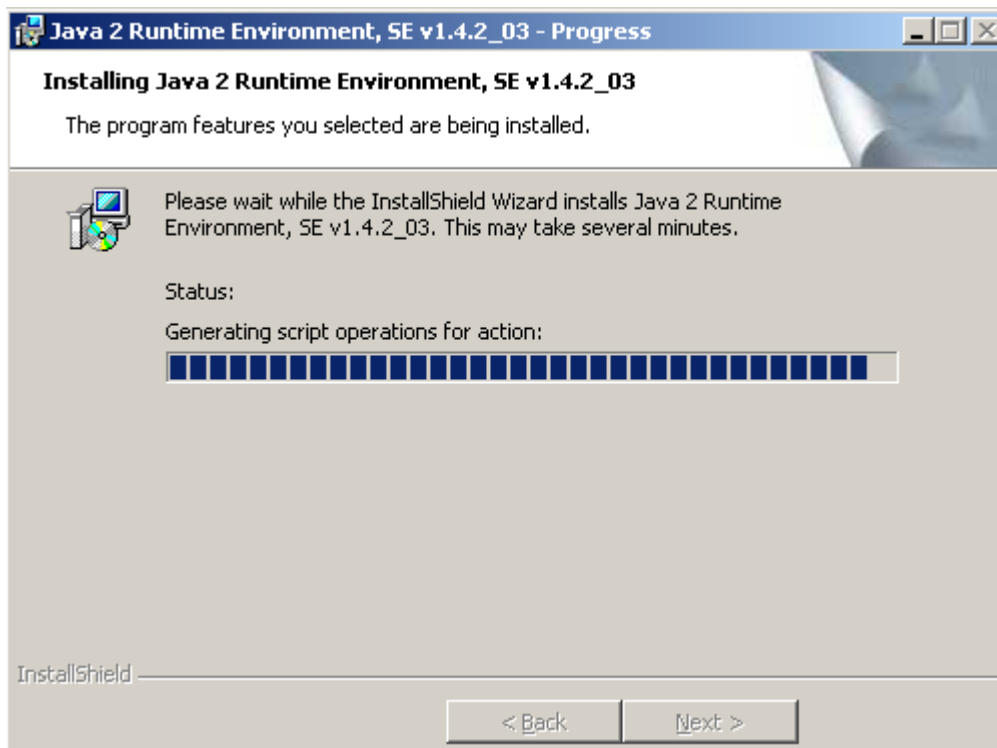
12. Click on *Change*. The Change Current Destination Folder window will be displayed.

13. Change the folder location for the new files.
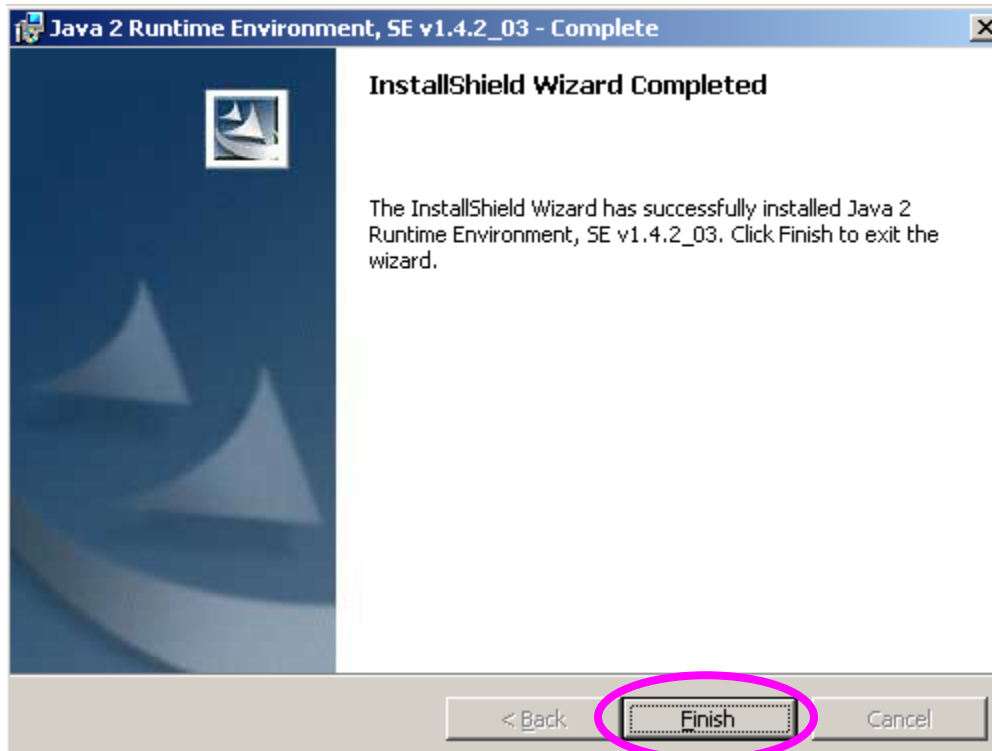   Click on *OK*.

14. Click on *Next*. The Browser Registration window will be displayed.

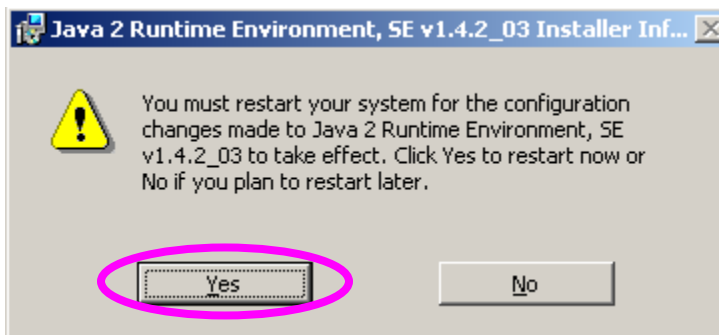15. Click on *Next* again. The Installing Java 2 window will be displayed.

When complete, the InstallShield Wizard Completed will be displayed.

16. Click on *Finish.* One of two things will happen.

> WebI will open, or

> The "*You must restart your system"* window will be displayed.

17. If this pop-up appears, click on *Yes.* After your PC reboots, you may access WebI via your web browser as described in steps 1-7. For more information on the differences between WebI versions 2.7 and 6.5.1, please see the online training.

NOTE: Your personal and inbox documents can be saved on your hard drive in the whatever drive/directory houses: My Business Objects Documents\UserDocs.

> **Please make note of this path for your hard drive backups.**